

REQUEST FOR PROPOSAL #2013-001

FOR

**Architectural and Historical Nonprofessional Services for
the Survey and Cost Share Program for the Department of
Historic Resources**

ISSUED BY

THE COMMONWEALTH OF VIRGINIA

**Department of Historic Resources (DHR)
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803**

**REQUEST FOR PROPOSAL
RFP #2013-001**

Issue Date: Friday, October 5, 2012

Title: Architectural and Historical Nonprofessional Services for the Survey and Cost Share Programs for the Department of Historic Resources

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

Location Where Work Will Be Performed: Various Locations, See Attached Projects

Period of Contract: From: Date of Award through Friday, June 28, 2013.

Sealed Proposals will be received until **4:00 PM, Friday October 19, 2012**, for furnishing the services described herein.

All inquiries for information should be directed to:

Mrs. Tiffany R. Cunningham
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803
Phone number: (804) 862-6193
Tiffany.cunningham@dhr.virginia.gov

PROPOSALS MUST BE MAILED OR HAND DELIVERED TO:

Mrs. Tiffany R. Cunningham
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803
Phone number: (804) 862-6913
Tiffany.cunningham@dhr.virginia.gov

In compliance with this Request for Proposal (RFP) and to all the conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

Name and Address of Firm:	Date:
	By:
	(Sign in ink on line above)
	Name:
	(Print name on line above)
	Title:
FEI/FIN No.:	Phone No.:
E-mail Address:	Fax No.:
eVA Vendor ID or DUNS #:	
Size of Business (check one):	<input type="checkbox"/> Small <input type="checkbox"/> Large
Minority-Owned (check one):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women-Owned (check one):	<input type="checkbox"/> Yes <input type="checkbox"/> No

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I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish contracts through competitive negotiation for the purchase of services to conduct several Cost Share Survey projects, see attachments for details, by the Commonwealth of Virginia's Department of Historic Resources (DHR).

II. BACKGROUND:

DHR is responsible for the identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively with local governments toward these goals, DHR administers the Cost Share Program for the purpose of establishing agreements for local historic resource documentation and planning projects. The Cost Share Program is designed to promote local and regional identification, documentation and planning efforts and responds to Executive Memorandum 1-91, which requires agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

In July of 2012, DHR issued a Request for Applications (RFA) for Survey and Planning Cost Share Program funding for the 2012-13 cycle. The Cost Share program allows project costs to be shared between DHR and local governments. Eligible projects encompass a broad range of survey and planning activities that include a survey and/or Virginia Landmarks Register and National Register of Historic Places component, and address historic resources through identification, documentation, evaluation, and preservation planning activities consistent with the responsible stewardship of historic resources.

Following a review of the applications submitted in response to the RFA, research and evaluation of project requirements, and consultation with local governments receiving awards for the 2012-13 program cycle, DHR prepared project scopes of work for issuance in this RFP. All administrative functions of the projects posted in this RFP will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the projects to ensure that products resulting from the projects meet the needs and requirements of the participating local governments and DHR, and that project services and products are accomplished and delivered in a timely manner.

III. STATEMENT OF NEEDS:

Please see each individual attached project to obtain that project's specific statement of needs.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to each attached scope of work, that the offeror wishes to submit a proposal for, contained in this RFP. One original, so marked, five (5) copies of each proposal, and one (1) electronic copy saved as a PDF to a CD must be submitted to DHR. The offeror shall make no

other distribution of the proposal.

2. Proposal Preparation:

- a. The proposal(s) shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. The proposal(s) shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis must be placed on completeness and clarity of content.
- c. Each copy of the proposal(s) must be bound or contained in a single volume where practical. The proposal should contain a table of contents with cross-references the RFP requirements. All documentation submitted with the proposal(s) must be contained in that single volume.
- d. Ownership of all data, materials and documentation originated and prepared for DHR pursuant to the RFP shall belong exclusively to Commonwealth and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protection of Section 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

- 3. Oral Presentation:** Offerors who submit a proposal(s) in response to this RFP may be required to give an oral presentation of their proposal(s) to the DHR. This provides an opportunity for the offeror to clarify or elaborate on the proposal(s). This is a fact finding and explanation session only and does not include negotiation. The DHR will schedule the time and location of these presentations. Oral presentations are an option of the DHR and may or may not be conducted.

B. SPECIFIC PROPOSAL REQUIREMENTS:

Proposal(s) must be as thorough and detailed as possible so that the DHR may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal(s):

1. The return of the RFP cover sheet, pricing schedule and addenda, if any, signed and filled out as required. **(This constitutes the State form).**
2. The format of each proposal must contain the following elements organized into separate chapters and sections, as the offeror may deem appropriate:
 - a. Approach and Workplan: The proposal(s) must address, in depth, the offeror's plan to meet the requirements of each of the tasks and activities outlined in the Statement of Needs of this RFP. The workplan must discuss the staffing level(s) required to complete each task, as well as the relative effort that each member of the proposed project team will devote to the project. The workplan also must include a task-by-task schedule of the time required to complete the project. Workplan steps should be supported by the proposed hours the offeror agrees to commit to the project.
 - b. Management Plan and Timetable: The offeror must present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable. The firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed.

This section should set forth beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the proposed workplan.

- c. Firm Experience and Capabilities/References: The purpose of this section is to provide an overview of the offeror's company, plus the offeror's commitment to the services set forth in this RFP.
 1. Summarize the organization structure and size of the company plus its date of organization and current principal place of business.
 2. Outline and briefly discuss the scope of services provided and the approximate percentage of the total business devoted to the type of services requested in this RFP.
 3. The offeror must specify, in a similar manner with references, etc., the qualifications of any subofferors to be used in this proposed project.
 4. Include a list or describe representative clients served, both nationally and by the local office focusing on clients similar in size and complexity to the City.
 5. Provide the current name, address and telephone number of at least three (3) specific references the company has served either currently or in the past two years; preferably those where one or more members of the project team provided the same or similar services as requested herein.

Each reference should indicate the scope of services provided to each referenced client.

- d. Proposed price.
- e. SWaM Certification.

V. EVALUATION AND AWARD CRITERIA:

A. EVALUATION CRITERIA:

Proposals will be evaluated by the DHR using the following criteria:

CRITERIA	POINT VALUE
A. Project Approach and Workplan	25
B. Project Management Plan and Timetable	25
C. Firm Experience and Capabilities/References	20
D. Project Cost	10
E. SWaM Certification	20

A DMBE-certified small business that serves as prime vendor will receive full credit for small business utilization. Other businesses will receive credit based on their Small Business Subcontracting Plan.

B. AWARD:

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting a proposal(s) on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s), which, in its opinion, have made the best proposal(s), and shall award the contract to those offerors. DHR may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, *Code of Virginia*.) Should the DHR determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the offeror's proposal as negotiated. The DHR will award each line item or project separately and reserve the right to award multiple line items or projects to one vendor.

VI. GENERAL TERMS AND CONDITIONS:

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "Vendors Manual" on the vendors tab.
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs:**
1. **(Request For Proposals):** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. **CLARIFICATION OF TERMS:** If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**
1. **To Prime Contractor:**
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).
2. To Subcontractors:
- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
 - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. **QUALIFICATIONS OF (BIDDERS/OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings

realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

NOTE: In addition, various Professional Liability/Errors and Omissions coverage's are required when soliciting those services as follows:

<u>Profession/Service</u>	<u>Limits</u>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals or Health Maintenance Organizations.)	\$1,925,000 per occurrence, \$3,000,000 aggregate
(Limits increase each July 1 through fiscal year 2008, as follows: July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the <u>Code of Virginia</u> .)	
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

R. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO (www.eva.virginia.gov) for a minimum of 10 days.

S. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

T. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in

employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- U. **eVA Business-To-Government Vendor Registration:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

Effective July 1, 2011, vendor registration and registration-renewal fees have been discontinued. Registration options are as follows:

- a. eVA Basic Vendor Registration Service: eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
- b. eVA Premium Vendor Registration Service: eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.

Vendor transaction fees are determined by the date the original purchase order is issued and are as follows:

- c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- d. For orders issued August 16, 2006 thru June 30, 2011, the Vendor Transaction Fee is:
 - i. DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - ii. Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- e. For orders issued July 1, 2011 thru June 30, 2013, the Vendor Transaction Fee is:
 - i. DMBE-certified Small Businesses: 0.75%, capped at \$500 per order.
 - ii. Businesses that are not DMBE-certified Small Businesses: 0.75%, capped at \$1,500 per order.
- f. For orders issued July 1, 2013 and after, the Vendor Transaction Fee is:
 - i. DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - ii. Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. **SET-ASIDES:** This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. For purpose of award, bidders/offerors shall be deemed small business if and only if they are certified as such by DMBE on the due date for receipt of bids/proposals.

VII. SPECIAL TERMS AND CONDITIONS:

- A. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials during said period.
- B. **BID ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- C. **CANCELLATION OF CONTRACT:** DHR reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- D. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From:	
Name of Offeror	Due Date and Time
Street/Box No.	IFB No./RFP No.

City/State/Zip Code	IFB/RFP Title
Name of Contract/Purchase Officer or Buyer	

d. The envelope should be addressed as directed on Page 2 of this solicitation.

e. If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designed location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- F. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the agency with the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
- G. **INVENTIONS AND COPYRIGHTS:** The contractor is prohibited from copyrighting any papers, interim reports, forms, or other material and/or obtaining patents on any invention resulting from its/his performance under this agreement, except upon the written direction of the Commonwealth of Virginia. The copyright or patent shall belong to the Commonwealth of Virginia.
- H. **FREEDOM OF INFORMATION ACT:** Ownership of all data, material and documentation originated and prepared for the State is subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- I. **DRUG FREE WORKPLACE:** Each of the following acts is prohibited by the contractor or his/her employees performing service under the terms of a contract resulting from this solicitation.
- a. Unlawful or unauthorized manufacture, distribution, dispensing, possession or use of alcohol or other drugs at the workplace.
 - b. Impairment or incapacitation in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
 - c. By submitting a proposal, offerors certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action.

- J. **MINORITY/WOMEN OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. If such SWAM subcontractors are used, the prime contractor agrees to report the use of SWAM subcontractors by providing the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided.
- K. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- L. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- M. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in one purchase order(s) with the eVA transaction fee specified below assessed for each order.
- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
 - b. For orders issued August 16, 2006 thru June 30, 2011, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.
 - c. For orders issued July 1, 2011 thru June 30, 2013, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 0.75%, Capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 0.75%, Capped at \$1,500 per order.

- d. For orders issued July 1, 2013, and after, the Vendor Transaction Fee is:
- (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalogmanager@dgs.virginia.gov.

VIII. METHOD OF PAYMENT:

- A. **SUBMISSION OF INVOICES TO DHR:** *The contractor shall submit invoices for the work performed according to the schedule outlined in the Reporting and Delivery Instructions of each attached project.*

Original invoices must be sent to:

Ms. Carey L. Jones, Architectural Survey Coordinator
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, VA 23221
Phone: 804.482.6453
E-mail: Carey.jones@dhr.virginia.gov

Electronic submissions are acceptable.

An invoice shall be provided by the contractor at each of the following stages of the project (see due dates in schedule, outlined in the Reporting and Delivery Instructions section of each attached project):

1. Upon successful completion of the first project meeting, and the orientation and training meetings, as required (10% of the total project fee);
2. When the project has met the twenty five percent (25%) completion point (15% of the

- total project fee);
3. When the project has met the fifty percent (50%) completion point (25% of the total project fee);
 4. When the project has met the seventy-five percent (75%) completion point (25% of the total project fee);
 5. When the contractor has provided all final materials to DHR (25% of the total project fee).

B. PROGRESS REPORTS: Each invoice must be accompanied by a progress report.

The progress report shall:

1. List all tasks and deliverables required by the project;
2. State the percentage completed as of the date of the invoice;
3. Include an itemization of required services and products completed for that stage of the project;
4. Reflect submission of materials for review to DHR, and to the locality as required, as noted in the Reporting and Delivery Instructions section, of each attached project, with an itemization of materials submitted and date of submittal (the itemization should be in the form of DHR number, if assigned, and property address). Note that the progress reports may use the format of the project schedules included in each project overview, attached.

Electronic submissions are acceptable.

C. PAYMENT:

Payment on each invoice will be made by DHR within 30 days following receipt and approval of the invoice, contingent upon acceptance of the services performed and acceptance of the products for the period covered by the invoice. When review of materials covered by the invoice indicates that substantial revisions are needed to meet DHR requirements, approval of payment may be delayed due to the length of time required for review and DHR's need to confirm that the products will be acceptable once changes are made. DHR will make every effort to review products and approve invoices on acceptable materials within two weeks of receipt of deliverables. **Note that failure to submit the invoice to the correct location, failure to submit a progress report with the invoice, or failure to submit a complete package of deliverables in the correct format and to the correct locations, prepared according to DHR requirements, may result in delayed payment.**

IX. PRICING SCHEDULE:

Provide a lump sum price for each attached project separately. Only provide pricing on projects that you are interested in.

Total project price to include all mileage, phone, lodging, meals, copying, photography, etc. to provide services as described:

Attachment A: Lump Sum Price: _____

Attachment B: Lump Sum Price: _____

Attachment C: Lump Sum Price: _____

X. ATTACHMENTS:

- A. City of Chesapeake-Reconnaissance survey of 170 properties and intensive survey of 30.
- B. City of Danville-Reconnaissance and Intensive survey, Reconnaissance Survey Grove Street Corridor and Paxton Street Area.
- C. Essex County-Reconnaissance Survey and PIF's for three areas.

ATTACHMENT A

**SURVEY UPDATE OF ARCHITECTURAL
RESOURCES WITHIN THE RURAL
OVERLAY DISTRICT OF THE CITY OF
CHESAPEAKE**

PROJECT OVERVIEW

Issue Date: Friday, October 5, 2012

Title: **SURVEY UPDATE OF ARCHITECTURAL RESOURCES WITHIN THE
RURAL OVERLAY DISTRICT OF THE CITY OF CHESAPEAKE**

Commodity Code: **90700**

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

**Location Where Work
Will Be Performed:** City of Chesapeake, Virginia

Period of Contract: Date of Award through Friday, June 28, 2013

Responses will be received until **4:00 PM, Friday, October 19, 2012**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Mrs. Tiffany R. Cunningham
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803
Phone number: (804) 862-6193
Tiffany.cunningham@dhr.virginia.gov

All inquiries for information regarding the procurement process for this solicitation should be directed to Mrs. Cunningham at 804-862-6193.

All inquiries for information related to the scopes of work in the attachments for this solicitation should be directed to Ms. Jones at 804-482-6453.

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I. PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Survey Update of Architectural Resources Within the Rural Overlay District of the City of Chesapeake project, by preparing reconnaissance-level documentation of a minimum of one hundred seventy (170) properties, intensive-level documentation of a minimum of thirty (30) properties, and a survey report. It is anticipated that this historic resources documentation effort will support the City's long-range historic preservation planning efforts, and will lead to nomination to the National Register of Historic Places and Virginia Landmarks Register properties included in this study that prove to be eligible for listing in the registers.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR and that is delivered in a timely manner.

II. BACKGROUND

Previous architectural survey conducted in the City of Chesapeake includes a survey of about 1,500 properties in 1987, and a survey update of 200 properties at the reconnaissance level, and 20 at the intensive level, in 1999. These projects led to the listing of four historic districts in the National Register of Historic Places and the Virginia Landmarks Register (the South Norfolk, Centerville-Fentress, Oaklette, and Sunray historic districts). In 2008-2009, a survey of African-American resources was undertaken city-wide, resulting in a preliminary information form for a potential multiple property document. It was determined that the multiple property document was not feasible because of the mixed rural and urban nature of the City of Chesapeake and the history of the creation of the city in 1963 when the former Norfolk County and the City of South Norfolk merged. Further, this project will document resources that may be threatened by increasing development, especially near the northern, more urban, portion of the City.

III. STATEMENT OF NEEDS

The contractor shall provide all labor and materials to conduct reconnaissance-level survey of a minimum of one hundred seventy (170) properties, intensive-level survey of a minimum of thirty (30) properties, and a survey report. The contractor shall provide inventory records, photographs, maps, and site plans and any other materials needed to make a complete documentation package (archives file) according to DHR standards for each property documented. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf or by contacting DHR's Architectural Survey Coordinator at 804-482-4653. The survey report produced for this project shall also be prepared according to DHR requirements as described in the *Guidelines* (2011).

The City and DHR will determine priority properties for survey in consultation with the contractor. Additionally, DHR will require survey of resources related to a diverse and/or underrepresented of people. As the City has been proactive in diversity research, numerous African American-related resources have recently been surveyed and the Polish community of Sunray has been listed. Thus far, women-associated resources and Mennonite-

related resources have been identified by DHR and the City as possible underrepresented resources, but the contractor may suggest other underrepresented groups. Also, at the discretion of the City and DHR, documentation of properties at the intensive level in addition to the minimum of thirty properties recorded at this level set forth in the project scope of work may be substituted for reconnaissance level survey, reducing the number of properties surveyed at the reconnaissance level by two (2), for each property to be surveyed at the intensive level.

Project deliverables will include hard copy property documentation packages (archives files) for all properties recorded and data entry of all surveyed properties into DHR's Data Sharing System (DSS), whether at the reconnaissance or intensive level. These products shall be provided to DHR and to the City. Paper copies and digital copies of the survey report shall also be provided to the City and to DHR. All work shall be prepared according to requirements set forth herein in this RFP and shall meet all applicable DHR requirements.

A. DOCUMENTATION PRODUCTS

1. RECONNAISSANCE DOCUMENTATION

As per DHR's *Guidelines* (2011), each the following materials shall be provided for each identified property:

- a. One (1) hard copy reconnaissance-level documentation forms utilizing the Data Sharing System (DSS) program for the data entry.
- b. One (1) set of 3½" x 5" black and white, archival stable photographs, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained) and labeled according to DHR requirements.
- c. One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named according to the convention found in DHR's *Guidelines* (2011).
- d. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and any significant natural features such as creeks and rivers.
- e. One (1) USGS topographic map for each property, labeled with the property address and DHR resource number.

2. INTENSIVE DOCUMENTATION

In addition to the materials required for reconnaissance level documentation (see above), the intensive level documentation will involve documentation of interior spaces and features. Interior photographs and sketch plans are required as part of this effort.

3. SURVEY REPORT

The consultant shall prepare a written report, illustrated with photographs, historic images, maps, and other graphics as appropriate. The final report shall be submitted as a PDF saved to a CD as well as in hard copy to both DHR and the County (four bound copies shall be submitted to DHR; one bound copy to the County). Further guidance for preparing the survey report can be in DHR's *Guidelines* (2011).

B. DOCUMENTATION PREPARATION

1. PROJECT ORIENTATION AND TRAINING

- a. The contractor will attend a **project orientation meeting** with DHR's Architectural Survey Coordinator and Archivist in DHR's Richmond Office prior to the first project meeting, if the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include DSS training (described in item III.B.1.b, below), and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the City at the end of the project).
- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within the six months prior to beginning work on this project, the contractor should arrange for training in DSS with DHR's Architectural Survey Coordinator within the first phase of the project. The individual(s) responsible for entering data into DSS for this project should attend this training.

2. BACKGROUND RESEARCH

Prior to beginning fieldwork, the contractor will review existing materials relevant to the project area held by the DHR Archives, including documentation on properties in the City, and historic district and individual property nominations for district(s) and properties in the City. It is also expected that the contractor will examine all pertinent information related to the proposed project area in the City's government records. It is expected that the contractor will also carry out background research in other repositories, as necessary, and at a minimum, including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society, and the Norfolk County Historical Society.

IV. REPORTING AND DELIVERY INSTRUCTIONS

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and City officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Friday, December 14, 2012**, the **second project meeting** by **Friday, February 8, 2013** and the **final project meeting** by **Wednesday, May 1, 2013, at which point all work on the project for the purposes of this contract must**

be completed and provided to DHR. The project schedule may be accelerated by the contractor with prior approval of DHR and the City.

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which may include a **public meeting** component, the contractor will be expected to present findings from the project.

Draft project deliverables are due at intervals throughout the project, at 25%, 50%, and 75% completion points. Not all property documentation packages (archives files) are requested for submission in draft form. Instead, a substantial sample is to be reviewed in draft form, with the expectation that materials not reviewed in draft form, and turned in at the conclusion of the project as final deliverables, will fully reflect comments provided to the contractor resulting from review of draft materials.

Materials not reviewed in draft form, but submitted to DHR in final form only, will be reviewed by DHR upon receipt at completion of the project; these materials shall be subject to revision by the contractor as needed, if they do not meet DHR requirements (revisions must be made within the contract period which ends **June 28, 2013**). It is the expectation of DHR and the City that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the contractor for editing and resubmission.

- A. If project orientation and training meetings are required, they are to be scheduled prior to the **first project meeting** with DHR and City representatives to be held by **December 14, 2012**, the **15% project completion point**.
- B. The contractor must attend the **first project meeting** with DHR's Tidewater Regional Office (TRPO) staff and City officials no later than **December 14, 2012** to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also, priority properties to be included in this study and a draft list of the minimum one hundred seventy (170) properties to be documented shall be discussed.

Part of this meeting may also include a **public meeting**; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by **January 25, 2013**), at the discretion of the City and DHR.

- C. By **January 25, 2013**, the project must be **twenty-five percent (25%) complete**. A minimum of **twenty (20) draft reconnaissance-level documentation forms**, with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator. An additional disk and set of paper copy materials shall also be provided to the City, if the City requests.

By this point, the **list of properties to be documented for this project** shall be finalized, in consultation with the consultant, City, and DHR.

- D. By **February 8, 2013** the project must be **fifty percent (50%)** complete. By this date, the contractor must meet with DHR staff and City officials, for the **second project meeting**, to discuss the progress of the project.

At minimum, **twenty additional (20) draft reconnaissance-level documentation forms and ten (10) draft intensive-level documentation forms** with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator. An additional disk and set of paper copy materials shall also be provided to the City, if the City requests.

- E. By **Friday, March 22, 2013** the project must be **seventy-five percent (75%)** complete.

At minimum, **twenty five additional (25) draft reconnaissance-level documentation forms and the completed thirty (30) intensive level documentation packages** with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian, in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator. An additional disk and set of paper copy materials shall also be provided to the City, if the City requests.

The final **30 intensive-level documentation packages** will be presented to DHR's Architectural Evaluation Team by DHR's Architectural Historian, Tidewater Region at the first regularly scheduled meeting following receipt of complete, final materials. Recommendations concerning the eligibility of the properties documented at the intensive level shall be included in the final survey report.

Also by this date, **a draft survey report** shall be provided to DHR, and to the City if desired. DHR staff, and the City if desired, will provide comments the draft materials. The contractor will address and incorporate these comments in the final report and presentation prepared for this project.

- F. By **Wednesday, May 1, 2013, all complete, final documentation products** (printed and electronic documentation forms, photographs, site plans, and maps, and floor plan sketches for any properties documented at the intensive level) must be received by DHR. A final copy of the report shall be submitted to DHR's Architectural Survey Coordinator and Architectural Historian, TRPO for approval. **Distribution of materials to the City will be handled by the contractor in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, TRPO.**

Final project materials are to consist of:

- **final, complete documentation packages (archives files) on a minimum of 170 properties, documented at the reconnaissance level;**
- **final, complete documentation packages (archives files) on a minimum of 30 properties, documented at the intensive level; and**
- **a final survey report.**

Final documentation products (archives files) and five (5) copies of the final, approved, survey report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting

from review by DHR of draft materials submitted by the contractor to DHR, and by the City, according to the schedule outlined above. During the period beginning with the contract award, to the close of the contract period, final documentation products and payments shall be processed by DHR.

V. CONTRACTOR DATA SHEET

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service.
Years: _____ Months: _____.
3. REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	DATE OF SERVICE	CONTACT PERSON & INFORMATION
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VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the contractor with prior approval of DHR and the City.

Friday, December 14, 2012:

- First project meeting with contractor, DHR, and City officials.
- Project orientation meeting and DSS training (if needed) with DHR staff (see III.B.1 above).

Friday, January 25, 2013 – 25% completion:

- At minimum **twenty (20)** draft reconnaissance-level property documentation forms, with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- List of properties to be included in this project complete by the contractor in coordination with the Architectural Historian, TRPO and the City.
- Public meeting with contractor, DHR, and City officials.

Friday, February 8, 2013 - 50% completion:

- Second project meeting, to discuss the progress of the project, with DHR staff, contractor and representatives from the City.
- At minimum **twenty (20)** additional draft reconnaissance-level property documentation forms, with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- At minimum **ten (10)** draft intensive-level documentation forms with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps).
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary. Electronic copies are acceptable.

Friday, March 22, 2013 – 75% completion:

- At minimum **ten (10)** final, intensive-level documentation forms with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps).
- A draft survey report, prepared according to DHR's requirements for a survey report.
- Revised reconnaissance-level property documentation forms and supporting materials from the previous submission, if necessary. Electronic copies are acceptable.

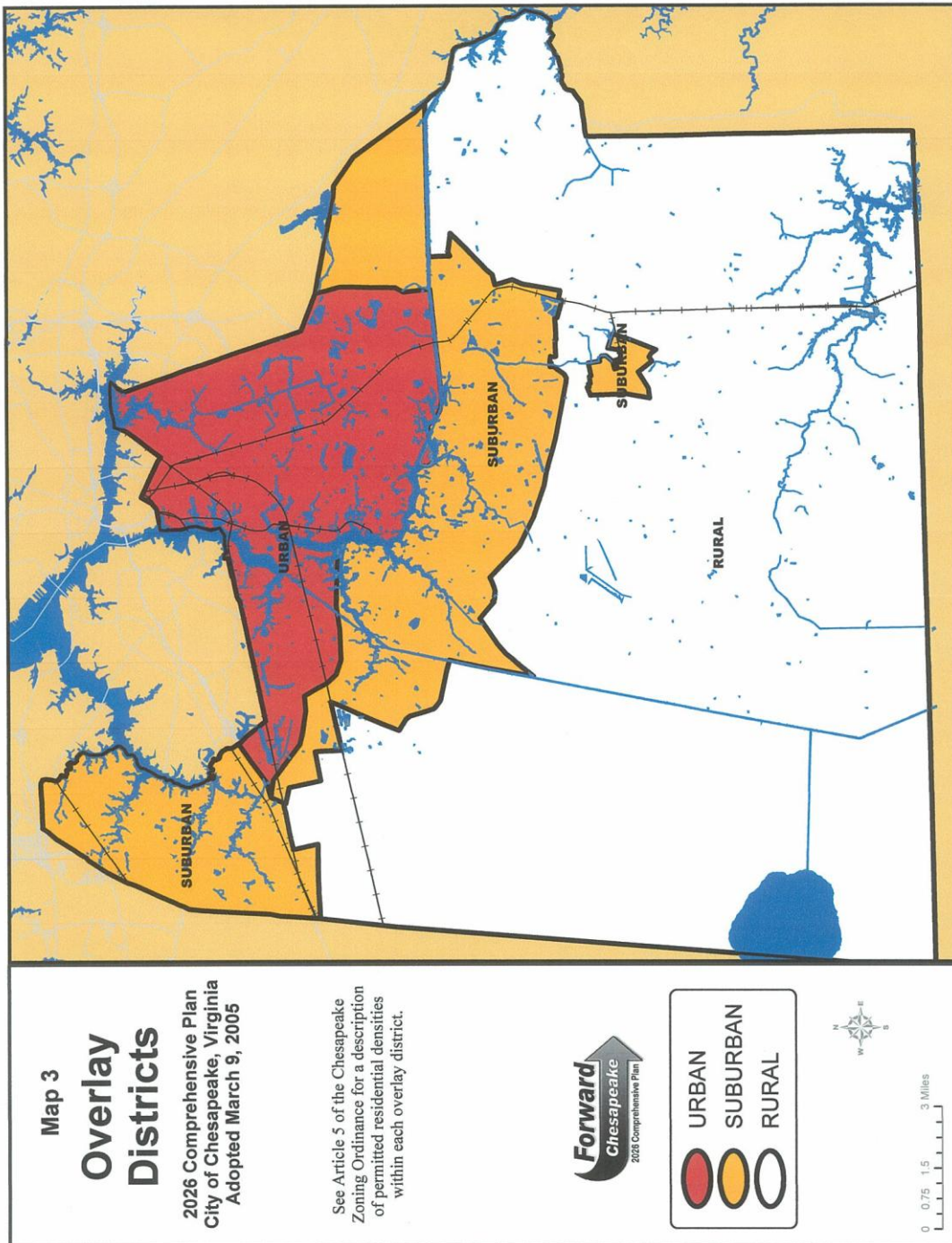
Wednesday, May 1, 2013 - 100% completion:

- All complete, final documentation products including printed documentation forms, photographs (black and white and digital), site plans, and maps, and the complete, final survey report (one electronic copy and five (5) hard copies) to DHR.
- The contractor will distribute materials to the City in consultation with DHR's Architectural Survey Coordinator and Architectural Historian in Tidewater Regional Preservation Office.

Final documentation products shall be provided according to requirements for quantity, content, and format in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials, and from the City if provided, according to the schedule outlined above. During the period beginning date of contract award, to the close of the contract period (**June 28, 2013**), final documentation products and payments shall be processed by DHR.

VII. MAP: The City of Chesapeake

Map provided in the City of Chesapeake Cost Share Application (2012), on file at DHR's Richmond Office.



ATTACHMENT B

**SURVEY OF ARCHITECTURAL RESOURCES
WITHIN THE CITY OF DANVILLE,
VIRGINIA**

PROJECT OVERVIEW

Issue Date: Friday, October 5, 2012

Title: **SURVEY OF ARCHITECTURAL RESOURCES WITHIN THE CITY OF DANVILLE, VIRGINIA**

Commodity Code: **90700**

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

Location Where Work Will Be Performed: City of Danville, Virginia

Period of Contract: Date of Award through Friday, June 28, 2013

Responses will be received until **4:00 PM, Friday, October 19, 2012**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Mrs. Tiffany R. Cunningham
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803
Phone number: (804) 862-6193
Tiffany.cunningham@dhr.virginia.gov

All inquiries for information regarding the procurement process for this solicitation should be directed to Mrs. Cunningham at 804-862-6193.

All inquiries for information related to the scopes of work in the attachments for this solicitation should be directed to Ms. Jones at 804-482-6453.

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I. PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Survey of Architectural Resources within the City of Danville project, by preparing reconnaissance-level documentation of a minimum of one hundred eighty-four (184) properties, and intensive-level documentation of a minimum of twenty (20) properties. It is anticipated that this historic resources documentation effort will support the City's long-range historic preservation planning efforts, and possibly lead to nomination to the National Register of Historic Places and Virginia Landmarks Register of properties and/or districts included in this study that prove to be eligible for listing in the registers.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR and that is delivered in a timely manner.

II. BACKGROUND

Previous architectural survey projects conducted in the City of Danville span from 1971 to 2004. These projects led to the listing of several historic districts (HDs) in the Virginia Landmarks Register and the National Register of Historic Places, including the Tobacco Warehouse and Residential HD, the Downtown Danville HD, the Millionaire's Row and Old West End HD, the Holbrook-Ross HD, and the North Danville HD. In addition, DHR has determined several proposed historic districts potentially eligible for listing on the Registers, but the areas have not been formally designated. These areas include the Grove Street HD and the Paxton Street HD, both evaluated in 1971. The resources within these two districts have not been individually recorded.

Within the past decade, the City's economy has struggled with extraordinarily high unemployment brought on by the close of several major industrial facilities. With the loss of approximately 25% of its population and a steep decline in real estate values across the City, many buildings, particularly those for workers in the local industries, were vacated and subsequently deteriorated. As a result, the City condemned a relatively large number of historically significant worker's housing, most of them once for employees of the textile and tobacco industries. Approximately 40 houses, located in various parts of the City, are now slated for demolition. In the event that no preservation intervention should occur, it is the mutual desire of both the City and DHR to mitigate the loss of the houses by documenting them according to established architectural survey methods.

Although most are not under immediate threat, many buildings in the Grove Street and Paxton Street areas, particularly houses, are threatened by long-term neglect. These two areas encompass some of the City's most significant examples of historic domestic architecture dating to the last quarter of the 19th century and first quarter of the 20th century. Numerous architectural forms and styles are present, many with rich exterior details, which are unique within the Commonwealth.

III. STATEMENT OF NEEDS

The City of Danville 2012-2013 cost-share survey project will consist of three (3) areas of study: 1) previously identified and threatened resources, 2) the Grove Street area, and 3) the Paxton Street area.

The contractor shall provide all labor and materials to conduct a reconnaissance-level survey update of a minimum of one hundred eighty-four (184) properties, and intensive-level documentation on a minimum of twenty (20) properties. The contractor shall provide documentation forms, photographs, and other supporting materials required for a complete archives file prepared according to DHR standards for each identified property. Field investigations and preparation of all documentation materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf or by contacting DHR's Architectural Survey Coordinator at 804-482-4653.

Proposed Phases of Work

Phase I: Threatened Resources

Phase I of this project requires the documentation of at least **forty (40) individual properties** located in various parts of the City (see Section VII, below). These properties are threatened due to deterioration and neglect, and demolition is anticipated. The goal of this phase is to document and record as much information as possible prior to their demolition. This phase includes **intensive-level survey of twenty (20)**, properties (equal to 50%) as described in DHR's *Guidelines* (2011). The properties will be selected according to each resource's architectural/historical significance and will be made by the consultant in coordination with the City and DHR staff. This phase also includes the recordation of the remaining **twenty (20) properties at the reconnaissance level**, as described in DHR's *Guidelines* (2011).

Phase II: The Grove Street Area

Phase II of this project includes identification and recordation, at the reconnaissance level, of properties in the Grove Street Area, including short segments of Holbrook and Chambers Streets and Chestnut Place. This Phase is the first area of concentrated reconnaissance survey for this project. Though previously recognized as a potential addition to Danville's Old West End (OWE) Historic District, the resources in this area have not been individually recorded with DHR. It is anticipated that the future use of this data will be used in consideration of an expanded OWE district, or a new Grove Street-centered historic district. **In addition to 3 threatened resources to be documented in Phase I, the targeted Grove Street area encompasses 59 primary resources, which will be recorded at the reconnaissance level.**

Phase III: Paxton Street Area

The entire Paxton Street Area includes segments of Buford, Holbrook, Stokes, Jefferson, Lee and Colquhoun Streets, comprised of approximately 209 primary resources (virtually all houses) and 80 secondary resources, and

is a high priority for local architecture survey. Due to time and budget constraints, which will not allow for the complete survey of this area, the survey effort for this project will begin in the northwest corner of the Paxton Street Area, at Colquhoun Street, and will continue to the south. It is expected that current funding will allow for the documentation at the reconnaissance level of **a minimum of 105 individual properties**, comprising approximately one-half of the Paxton Street Area. Survey of the remaining properties is expected to be completed in next year's grant cycle.

Project deliverables will include hard copy archives files and data entry into DHR's Data Sharing System (DSS) for all properties recorded at the reconnaissance and intensive level. Hard copy files will be provided to DHR and to the City. All work shall be prepared according to requirements set forth herein in this RFP and shall meet all applicable DHR requirements.

Summary of Project Survey Expectations

- Phase I: 20 intensive-level survey files; 20 reconnaissance-level survey files
- Phase II: 59 reconnaissance-level survey files
- Phase III: 105 reconnaissance-level survey files

A. DOCUMENTATION PRODUCTS

3. RECONNAISSANCE DOCUMENTATION

As per DHR's *Guidelines* (2011), each the following materials shall be provided for each identified property:

- a. One (1) hard copy reconnaissance-level documentation forms utilizing the Data Sharing System (DSS) program for the data entry.
- b. One (1) set of 3½" x 5" black and white, archivally stable photos, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained) and labeled according to DHR requirements.
- c. One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named according to the convention found in DHR's *Guidelines* (2011).
- d. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and any significant natural features such as creeks and rivers.
- e. One (1) USGS topographic map for each property, labeled with the property address and DHR resource number.

2. INTENSIVE DOCUMENTATION

In addition to the materials required for reconnaissance level documentation (see above), the intensive level documentation will involve documentation of interior spaces and features. Interior photographs and sketch plans are required as well.

B. DOCUMENTATION PREPARATION

3. PROJECT ORIENTATION AND TRAINING

- a. The contractor will attend a **project orientation meeting** with DHR's Architectural Survey Coordinator and Archivist in DHR's Richmond Office prior to the first project meeting, **if** the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include DSS training (described in item III.B.1.b, below), and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the City at the end of the project).
- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within the six months prior to beginning work on this project, the contractor should arrange for training in DSS with DHR's Architectural Survey Coordinator within the first phase of the project. The individual(s) responsible for entering data into DSS for this project must attend this training.

4. BACKGROUND RESEARCH

Prior to beginning fieldwork, the contractor will review existing materials relevant to the project area held by the DHR Archives, including earlier documentation on properties in the City, and historic district and individual property nominations for district(s) and properties in the City. It is also expected that the contractor will examine all pertinent information related to the proposed project area in the City's government records. It is expected that the contractor will also carry out background research in other repositories, as necessary, and at a minimum, including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society, and the Danville Historical Society.

IV. REPORTING AND DELIVERY INSTRUCTIONS

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and City officials to discuss the goals, progress, and findings of the project. A conference call may be arranged if in-person attendance is not practical. The first project meeting shall be held by **Friday, December 14, 2012**, the second project meeting by **Friday, February 8, 2013**, and the final project meeting by **Wednesday, May 1, 2013**, at

which point **all work on the project for the purposes of this contract must be completed and provided to DHR**. The project schedule may be accelerated by the contractor with prior approval of DHR and the City.

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which may include a **public meeting** component, the contractor will be expected to present findings from the project.

Draft project deliverables are due at three intervals throughout the project: Phase I, II, and III completion points.

Note that not all property documentation packages are requested for submission in draft form. Instead, a substantial sample is to be reviewed in draft form, with the expectation that materials not reviewed in draft form, and turned in at the conclusion of the project as final deliverables, will fully reflect comments provided to the contractor resulting from review of draft materials.

Materials not reviewed in draft form, but submitted to DHR in final form only, shall be reviewed by DHR upon receipt at completion of the project; these materials shall be subject to revision by the contractor as needed, if they do not meet DHR requirements (revisions must be made within the contract period which ends June 28, 2013). It is the expectation of DHR and the City that all materials prepared for this project will be professionally executed. Materials that do not meet these requirements shall be returned to the contractor for editing and resubmission.

- A. The contractor will attend the **first project meeting** with DHR's Western Regional Office (WRPO) staff and City officials no later than **Monday, November 22, 2012** to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also, the 40 threatened priority properties to be included in this study and a draft list of the 20 intensive survey properties to be discussed.

Part of this meeting may also include a **public meeting**; otherwise a separate public meeting may be held during the initial phase of the project, at the discretion of the City and DHR.

- B. By **Friday, January 25, 2013, Phase I of the project will be completed**. At minimum **five (5) draft reconnaissance-level** and **five (5) draft intensive-level documentation forms** with accompanying photos (digital photos acceptable), and additional accompanying materials (site plan sketches and labeled maps) must be submitted to DHR.

The draft DSS documentation forms and supporting documentation will be submitted on disk or via VITAShare to DHR's WRPO Architectural Historian, and DHR's Architectural Survey Coordinator; the ten (10) sets of accompanying materials shall be provided to DHR's Architectural Historian, WRPO in paper copy. An additional disk and set of paper copy materials shall also be provided to the City, if the City so requests.

- C. By **Friday, February 8, 2013, Phase II** of the project must be completed. By this date, the contractor will have met with DHR staff and City officials, for the **second project meeting**, to discuss the progress of the project.

At minimum, **fifteen (15) Phase II draft reconnaissance-level documentation forms** with

accompanying photos (digital photos acceptable), will be provided by the contractor. The draft documentation forms shall be submitted on disk or via VITAShare to DHR's WRPO Architectural Historian, and DHR's Architectural Survey Coordinator; the fifteen (15) sets of accompanying materials shall be provided to DHR's Architectural Historian, WRPO in paper copy. An additional disk and set of paper copy materials shall also be provided to the City, if the City so requests.

D. By Friday, March 22, 2013, Phase III of the project must be complete.

At minimum, **twenty-five (25) complete, final reconnaissance-level documentation forms** with accompanying photos (digital photos acceptable), and all additional accompanying materials (copies of site plan sketches and copies of maps labeled with properties surveyed) shall be provided by the contractor. The final documentation forms shall be submitted to DHR's WRPO Architectural Historian and electronic copies (cd or via VITAShare) to DHR's Architectural Survey Coordinator. An additional set of documentation materials shall also be provided to the City.

E. By Wednesday, May 1, 2013, all complete, final documentation products (printed and electronic documentation forms, photographs, site plans, maps, and floor plan sketches for any properties documented at the intensive level) must be received by DHR. **Distribution of materials to the City must be handled by the contractor in consultation with DHR's Architectural Survey Coordinator and WRPO Architectural Historian.**

Complete project materials are to consist of:

- **final, complete archives files for a minimum of 184 properties, documented at the reconnaissance level**
- **final, complete archives files for a minimum of 20 properties, documented at the intensive level**

The final products will be completed according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the contractor to DHR, and by the City, according to the schedule outlined above. During the period beginning date of contract award, to the close of the contract period, final documentation products and payments shall be processed by DHR.

V. CONTRACTOR DATA SHEET

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service.
Years: _____ Months: _____.
3. REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	DATE OF SERVICE	CONTACT PERSON & INFORMATION
-------------	-----------------	------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the contractor with prior approval of DHR and the City.

Friday, December 14, 2012:

- First project meeting with contractor, DHR, and City officials.
- Project orientation meeting and DSS training (if needed) with DHR staff (see III.B.1 above).

Friday, January 25, 2013 – 25% completion (Phase I):

- At minimum **five (5) draft reconnaissance-level** and **five (5) draft intensive-level documentation forms** with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Western Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.

Friday, February 8, 2013 - 50% completion (Phase II):

- Second project meeting, to discuss the progress of the project, with DHR staff, contractor and representatives from the City.
- At minimum fifteen (15) Phase II draft reconnaissance-level documentation forms, with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Western Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary. Electronic copies are acceptable.

Friday, March 22, 2013 – 75% completion (Phase III):

- At minimum **twenty-five (25) complete, final reconnaissance-level documentation forms** with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.

Wednesday, May 1, 2013 - 100% completion:

- All complete, final documentation products including printed documentation forms, photographs (black and white and digital), site plans, and map to DHR.
- The contractor will distribute materials to the City in consultation with DHR's Architectural Survey Coordinator and Architectural Historian in Western Regional Preservation Office.

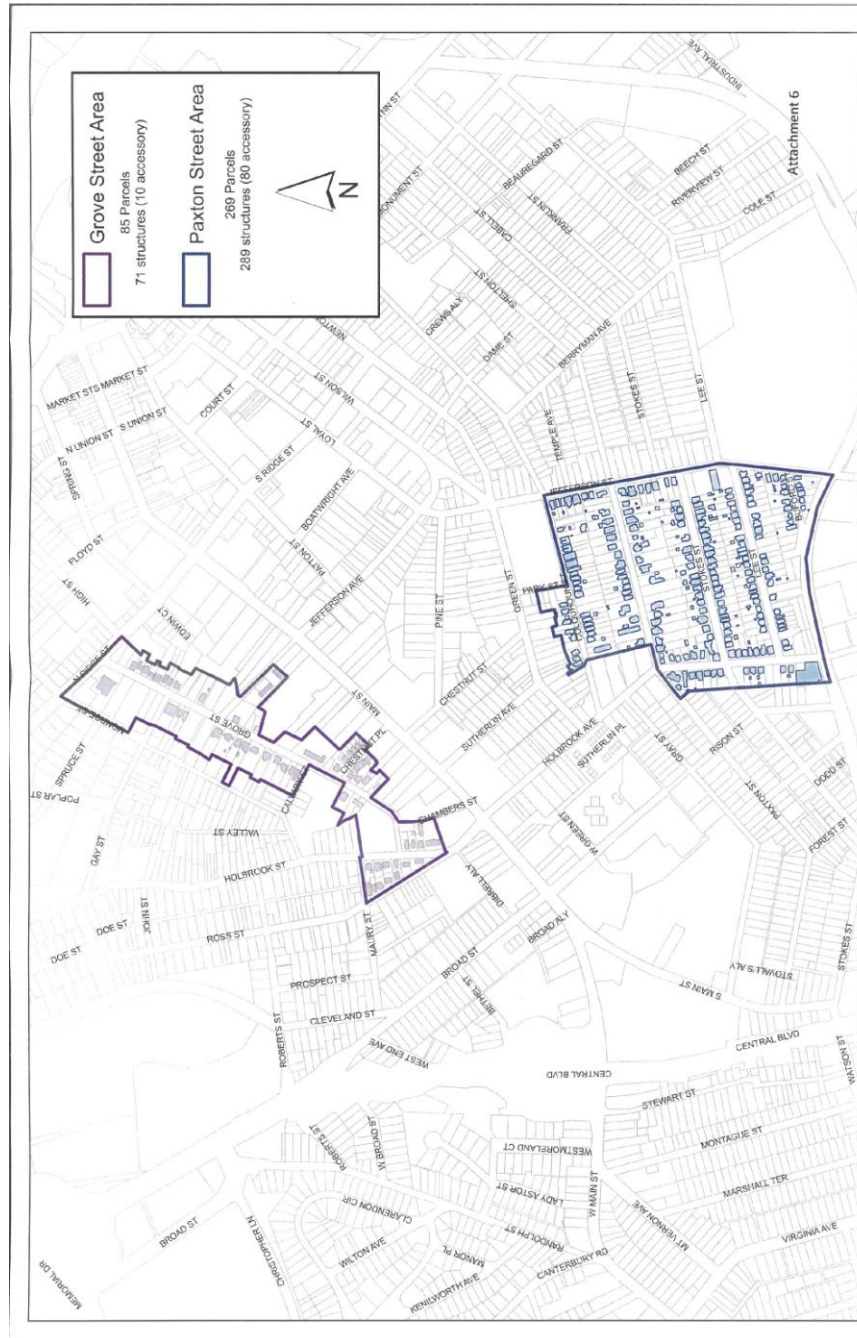
Final documentation products shall be provided according to requirements for quantity, content, and format in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials, and from the City if provided, according to the schedule outlined above. During the period beginning date of contract award, to the close of the contract period (**June 28, 2013**), final documentation products and payments shall be processed by DHR.

VII. LIST: Threatened Resource, City of Danville - 2012-2013 Survey Project - Phase I

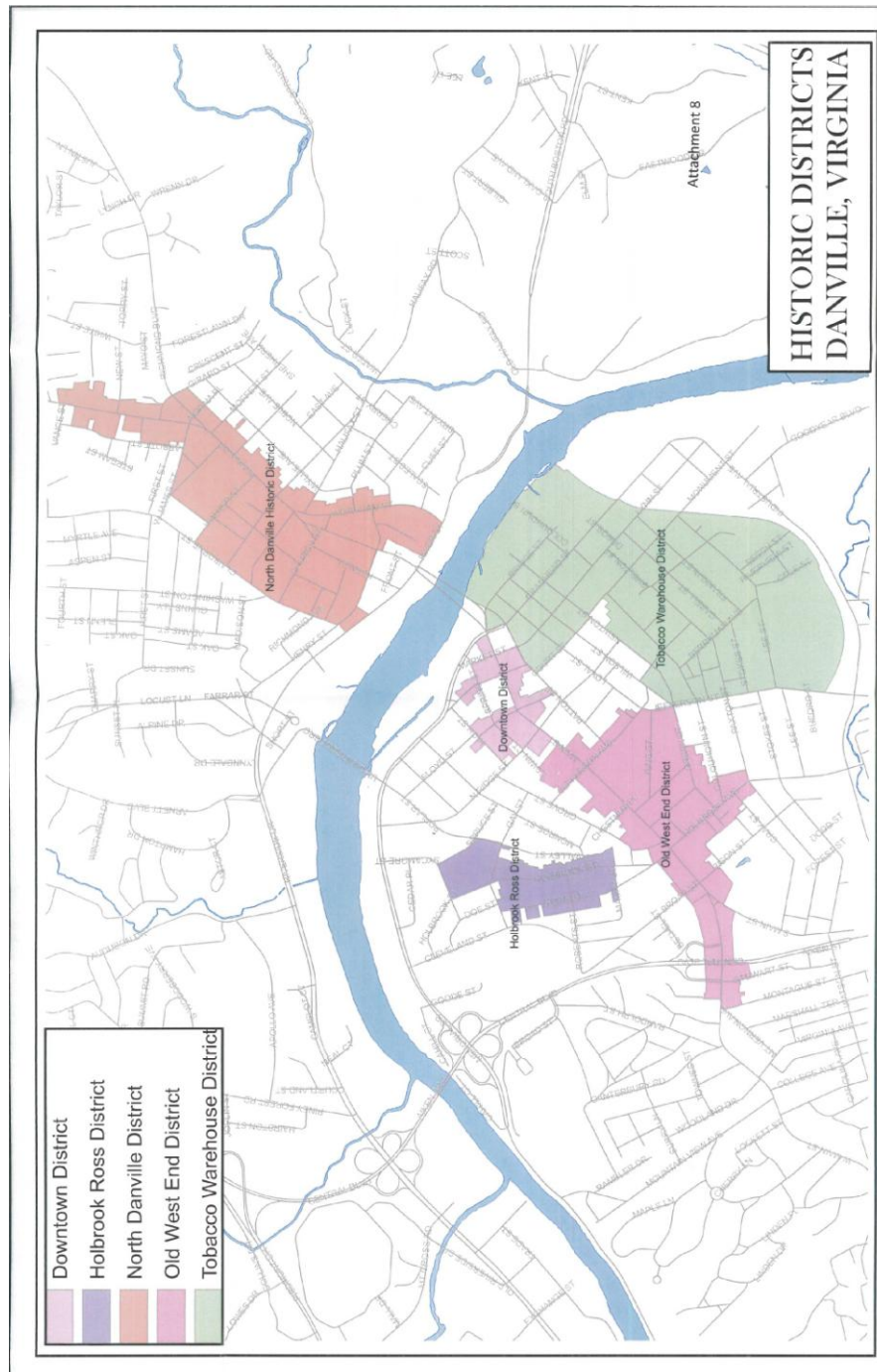
THREATENED RESOURCES: PHASE I

Address	Account	District	ID
749 Grove Street	23624	Grove Street Area	
855 Grove Street	25926	Grove Street Area	
733 Grove Street	25467	Grove Street Area	
401-403 Floyd Street	24794	Mechanicsville Eligible	108-0197
407-411 Floyd Street	24794	Mechanicsville Eligible	108-0198
323 Richmond Avenue	02029	North Danville	
808 Shepherd Avenue	04231	North Danville Eligible	108-5545
127 Halifax Street	00838	North Danville Eligible	108-5327
322 E Thomas Street	01637	North Danville Eligible	108-5258
303 E Thomas Street	04304	North Danville Eligible	
819 Wyllie Street	03625	North Danville Eligible	108-5579
537 N Main Street	03651	North Danville HD	108-0113
904 N Main Street	04450	North Danville HD	108-0113
1224 N Main Street	01542	North Danville HD	108-0113
1323 N Main Street	04117	North Danville HD	108-0113
716 Claiborne Street	04955	North Danville HD	108-0113
1324 N Main Street	04359	North Danville HD	108-0113
837 N Main Street	01948	North Danville HD	108-0113
312 Rhodenizer Street	00677	North Danville HD	108-0113
320 Rhodenizer Street	04580	North Danville HD	108-0113
415 Keen Street	02884	North Danville HD	108-0113
702 Holbrook Avenue	23258	Paxton Street Area	
616 Jefferson Street	23743	Paxton Street Area	
820 Lee Street	25564	Paxton Street Area	
755 Colquhoun Street	25620	Tobacco Warehouse HD	108-0058
714 Colquhoun Street	22550	Tobacco Warehouse HD	108-0058
728 Lee Street	22973	Tobacco Warehouse HD	108-0058
784 Paxton Street	22404	Tobacco Warehouse HD	108-0058
707 Paxton Street	22840	Tobacco Warehouse HD	108-0058
728 Temple Avenue	25123	Tobacco Warehouse HD	108-0058
724 Stokes Street	22262	Tobacco Warehouse HD	108-0058
700 Stokes Street	20617	Tobacco Warehouse HD	108-0058
743 Colquhoun Street	24612	Tobacco Warehouse HD	108-0058
762 Lee Street	20792	Tobacco Warehouse HD	108-0058
736 Lee Street	22181	Tobacco Warehouse HD	108-0058
406 Richmond Avenue	04188		108-5501
1638 N Main Street	02388		
139 New Street	02420		
309 Cunningham Street	04356		
525 First Street	02483		

VIII. MAP: The City of Danville - 2012-2013 Survey Project - Phase II



IV. MAP: The City of Danville - 2012-2013 Survey Project - Phases II & III



ATTACHMENT C

**ESSEX COUNTY SURVEY OF THE MILLERS
TAVERN AREA AND PREPARATION OF
THREE PRELIMINARY INFORMATION
FORMS**

PROJECT OVERVIEW

Issue Date: Friday, October 5, 2012

Title: **SURVEY OF THE MILLERS TAVERN AREA AND PREPARATION OF THREE PRELIMINARY INFORMATION FORMS**

Commodity Code: **90700**

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

Location Where Work Will Be Performed: City of Chesapeake, Virginia

Period of Contract: Date of Award through Friday, June 28, 2013

Responses will be received until **4:00 PM, Friday, October 19, 2012**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Mrs. Tiffany R. Cunningham
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803
Phone number: (804) 862-6193
Tiffany.cunningham@dhr.virginia.gov

All inquiries for information regarding the procurement process for this solicitation should be directed to Mrs. Cunningham at 804-862-6193.

All inquiries for information related to the scopes of work in the attachments for this solicitation should be directed to Ms. Jones at 804-482-6453.

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I. PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Essex County Survey of the Millers Tavern Area and Preparation of Three Preliminary Information Forms project, by preparing reconnaissance-level documentation of approximately three hundred (300) properties in the Millers Tavern area and the preparation of three preliminary information forms (PIF) for the potential Millers Tavern Rural Historic District, the potential Occupacia-Rappahannock River Rural Historic District, and the potential Dragon Run Rural Historic District. It is anticipated that this historic resources documentation effort will assist in listing the Miller's Tavern Historic District on the Virginia Landmarks Register and the National Register of Historic Places; support the County's long term planning, development, and tourism goals; and will support the land conservation efforts of the Essex County Countryside Alliance, a 501(c)(3) tax exempt organization.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR and that is delivered in a timely manner. The Essex County Countryside Alliance applied for the grant and the County agreed to act as the fiscal agent for the grant and supply in-kind services such as office space with printing capabilities, internet access, office supplies, copier, phone, computer for use by an intern and the consultant, if desired, assistance with arranging site visits and research, use of copy and fax machines, limited clerical support, and mailing services.

II. BACKGROUND

The amount of previous architectural surveys conducted in Essex County is limited. There are approximately 366 resources recorded with DHR in Essex County, excluding the Town of Tappahannock. Most are the result of a HABS survey conducted in 1958 and survey conducted by DHR staff in 1973, with some additional later volunteer and other survey. There have been no previous cost-share survey projects in the county other than the one for preparation of *Historic Sites in Virginia's Northern Neck & Essex County* (2011), most of the documentation is minimal and does not meet DHR's current survey standards, and a number of the surveyed resources are no longer extant. Only 13 individual properties in the county are listed on the Virginia Landmarks Register and National Register of Historic Places.

The Millers Tavern Area, encompassing approximately 7,820 acres, has approximately 300 buildings and structures four known archaeological sites and 23 previously identified architectural resources. At least four of the surveyed architectural resources are no longer extant. None of the resources in the Millers Tavern Area are listed on the Virginia Landmarks Register and the National Register of Historic Places.

III. STATEMENT OF NEEDS

The contractor shall provide all labor and materials to conduct reconnaissance-level survey of approximately three hundred (300) properties in the Millers Tavern Area, and preparation of three (3) Preliminary Information Forms (PIFs). DHR staff based the number of properties on aerial photographs. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National

Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf or by contacting DHR's Architectural Survey Coordinator at 804-482-4653.

The three PIFs will be for the potential Millers Tavern Rural Historic District, the potential Occupacia-Rappahannock River Historic District, and the potential Dragon Run Rural Historic District and will be prepared according to DHR requirements. Approximate boundaries for each potential district have been identified (see attached maps), but the consultant may revise them in consultation with DHR. Archaeological resources may be included in the survey and/or PIFs if applicable. The potential Millers Tavern Rural Historic District is expected to be more thorough than the other two, since the survey will have been completed or nearly completed for that district.

This project shall include an effort to document underrepresented African American and Native American resources and the relationships among the intertwined and overlapping layers of history. Other underrepresented groups may be included if identified.

Project deliverables will include paper copy property documentation packages (archives files) for all identified properties and data entry of all surveyed properties into DHR's Data Sharing System (DSS). Paper copy property documentation packages shall be provided to DHR and to the County. Paper copies and digital copies of the PIFs and the project survey report shall also be provided to the County and to DHR. All work shall be prepared according to requirements set forth herein in this RFP and shall meet all applicable DHR requirements.

A. DOCUMENTATION PRODUCTS

1. RECONNAISSANCE DOCUMENTATION

As per DHR's *Guidelines* (2011), each the following materials shall be provided for each identified property:

- a. One (1) hard copy reconnaissance-level documentation forms utilizing the Data Sharing System (DSS) program for the data entry.
- b. One (1) set of 3½" x 5" black and white, archivally stable photos, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained) and labeled according to DHR requirements.
- c. One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named according to the convention found in DHR's *Guidelines* (2011).
- d. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and

any significant natural features such as creeks and rivers.

- e. One (1) USGS topographic map for each property, labeled with the property address and DHR resource number.

2. PRELIMINARY INFORMATION FORM (PIF)

In coordination with DHR's Architectural Historian, Tidewater Regional Preservation Office, the contractor shall prepare a PIF for the potential historic districts. The PIF will be presented at the next scheduled Architectural Evaluation Team, and pending any revisions to the State Review Board (SRB) at its March 2013 meeting (date to be determined). DHR staff will make the presentation at the SRB; however, the contractor may be asked to attend the meeting. DHR requirements for a complete PIF must be met, following the guidance provided for preparation of a PIF for historic districts found on DHR's website (http://www.dhr.virginia.gov/register/downloading_register_forms.htm) or by contacting the local regional office.

B. DOCUMENTATION PREPARATION

1. PROJECT ORIENTATION AND TRAINING

- a. The contractor will attend a **project orientation meeting** with DHR's Architectural Survey Coordinator and Archivist in DHR's Richmond Office prior to the first project meeting, **if** the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include DSS training (described in item III.B.1.b, below), and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the City at the end of the project).
- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within the six months prior to beginning work on this project, the contractor should arrange for training in DSS with DHR's Architectural Survey Coordinator within the first phase of the project. The individual(s) responsible for entering data into DSS for this project should attend this training.

2. BACKGROUND RESEARCH

Prior to beginning fieldwork, the contractor will review existing materials relevant to the project area held by the DHR Archives, including documentation on properties in the City, and historic district and individual property nominations for district(s) and properties in the City. It is also expected that the contractor will examine all pertinent information related to the proposed project area in the City's government records. It is expected that the contractor will also carry out background research in other repositories, as necessary, and at a minimum, including local

historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

IV. REPORTING AND DELIVERY INSTRUCTIONS

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and County officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Friday, December 14, 2012**, the **second project meeting** by **Friday, February 8, 2013**, and the **final project meeting** by **Wednesday, May 1, 2013**, at which point **all work on the project for the purposes of this contract must be completed and provided to DHR**. The project schedule may be accelerated by the contractor with prior approval of DHR and the County.

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which may include a **public meeting** component, the contractor will be expected to present findings from the project.

Draft project deliverables are due at intervals throughout the project, at 25%, 50%, and 75% completion points. Not all property documentation packages are requested for submission in draft form. Instead, a substantial sample is to be reviewed in draft form, with the expectation that materials not reviewed in draft form, and turned in at the conclusion of the project as final deliverables, will fully reflect comments provided to the contractor resulting from review of draft materials.

Materials not reviewed in draft form, but submitted to DHR in final form only, shall be reviewed by DHR upon receipt at completion of the project; these materials shall be subject to revision by the contractor as needed, if they do not meet DHR requirements. It is the expectation of DHR and the County that all materials prepared for this project will be professionally executed according to requirements this RFP, fully proofread and edited by the contractor, completely responsive to project, DHR, and County requirements, and submitted according to requirements set forth in Attachment F of this RFP. **Materials not edited and corrected as needed before submission in draft form for review by DHR shall be returned to the contractor for editing and resubmission.**

- A. If project orientation and training meetings are required, they are to be scheduled prior to the **first project meeting** with DHR and County representatives to be held by **Friday, December 14, 2012**, the **15% project completion point**.
- B. The contractor must attend the **first project meeting** with DHR's Tidewater Regional Office (TRPO) staff and County officials no later than **Friday, December 14, 2012** to discuss the project. A windshield survey is expected to be conducted as part of this meeting. Also, priority properties to be included in this study and a draft list of the approximately three hundred (300) properties to be documented shall be discussed.

Part of this meeting may also include a **public meeting**; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by **Friday**,

January 25, 2013), at the discretion of the County and DHR.

- C. By **January 25, 2013**, the project must be **twenty-five percent (25%) complete**. A minimum of **thirty (30) draft reconnaissance-level documentation forms**, with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator. An additional disk and set of paper copy materials shall also be provided to the City, if the City requests.

By this point, the **list of properties to be documented for this project** shall be finalized, in consultation with the consultant, City, and DHR.

- D. By **February 8, 2013** the project must be **fifty percent (50%) complete**. By this date, the contractor must meet with DHR staff and City officials, for the **second project meeting**, to discuss the progress of the project.

At minimum, **an additional thirty (30) draft reconnaissance-level documentation forms** with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in DHR's Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator. An additional disk and set of paper copy materials shall also be provided to the City, if the City requests.

- E. By **Friday, March 22, 2013**, the project must be **seventy-five percent (75%) complete**.

By this date, the three **PIFs** for the potential districts identified for this project shall be submitted. The PIFs shall be provided to DHR in accordance with the district PIF instructions and to the County in electronic or paper format.

The PIFs shall be considered by DHR's Architectural Evaluation Team at the first regularly scheduled meeting following receipt of complete PIFs. Should the proposed PIFs be found potentially eligible through Evaluation Team review, the PIFs shall be considered by the State Review Board at the March 2013 State Review Board/Historic Resources Board meeting (exact date and location to be determined).

Recommendations concerning the eligibility of the proposed historic districts, and of the properties documented at the intensive level, shall be included in the final survey report.

- F. By **Wednesday, May 1, 2013**, **all complete, final documentation products** (printed and electronic documentation forms, photographs, site plans, and maps), and PIFs must be received by DHR. **Distribution of materials to the City will be handled by the contractor in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, TRPO.**

Final project materials are to consist of:

- **final, complete documentation packages (archives files) for approximately 300 properties, documented at the reconnaissance level;**
- **three Preliminary Information Forms (PIFs);**

Final documentation products (archives files) and the final survey report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the contractor to DHR, and by the City, according to the schedule outlined above. During the period beginning with the contract award, to the close of the contract period, final documentation products and payments shall be processed by DHR.

V. CONTRACTOR DATA SHEET

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service.
Years: _____ Months: _____.
3. REFERENCES: Indicate below a listing of at least three (3) recent references for who you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	DATE OF SERVICE	CONTACT PERSON & INFORMATION
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VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the contractor with prior approval of DHR and the City.

Friday, December 14, 2012:

- First project meeting with contractor, DHR, and City officials.
- Project orientation meeting and DSS training (if needed) with DHR staff (see III.B.1 above).

Friday, January 25, 2013 – 25% completion:

- At minimum **thirty (30)** draft reconnaissance-level property documentation forms, with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Public meeting with contractor, DHR, and City officials.

Friday, February 8, 2013 - 50% completion:

- Second project meeting, to discuss the progress of the project, with DHR staff, contractor and representatives from the City.
- At minimum **thirty (30)** additional draft reconnaissance-level property documentation forms, with photographs (digital is acceptable), and supporting documentation (site plan, USGS Quad maps). Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary. Electronic copies are acceptable.

Friday, March 22, 2013 – 75% completion:

- **Three draft PIFs** on the potential districts identified for this project to DHR's Architectural Historian, Tidewater Regional Preservation Office in accordance with the instructions for a district PIF and to the County in electronic or paper format.

Mid-March 2010 (exact date to be determined):

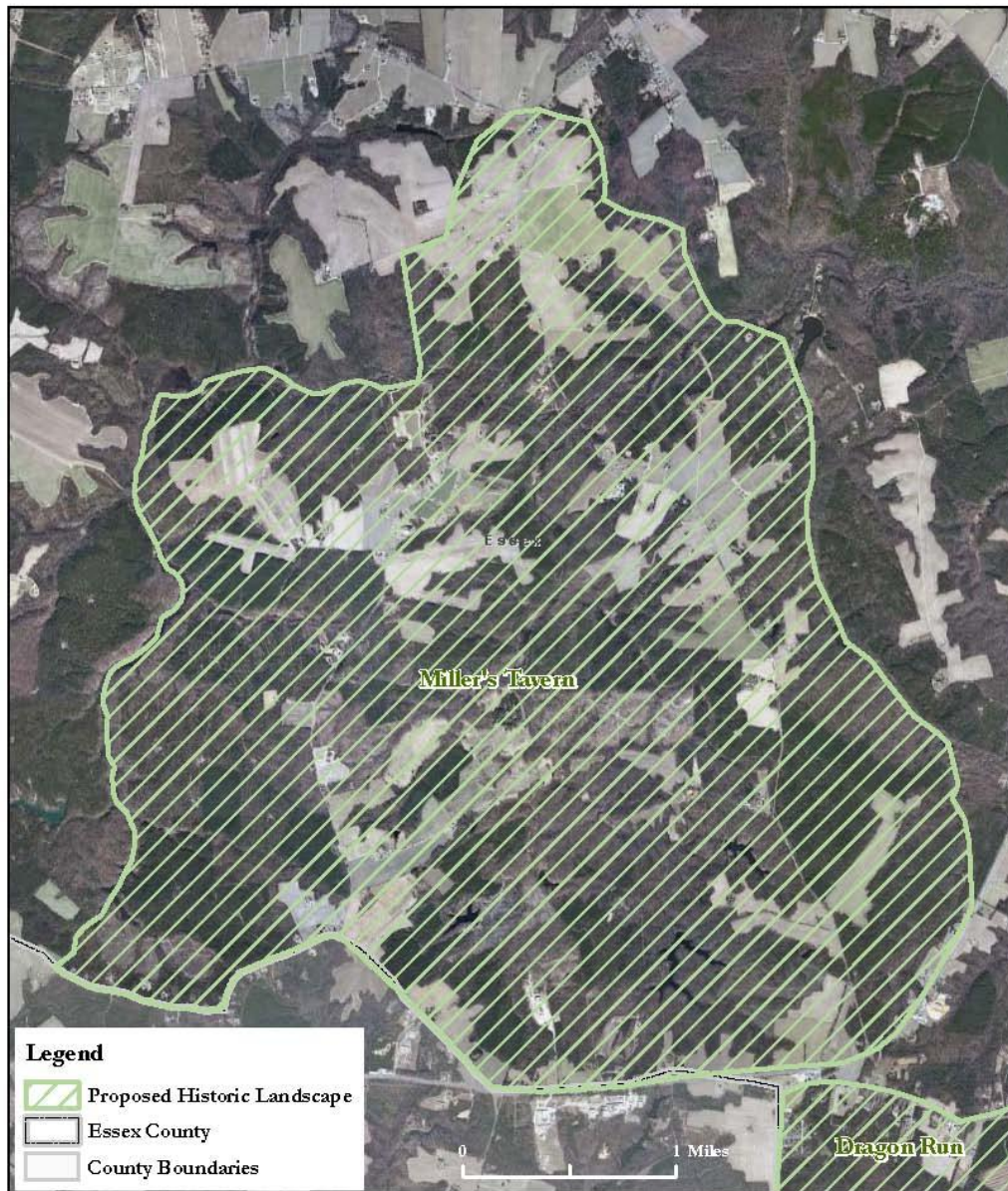
- DHR's Architectural Historian, Tidewater Regional Preservation Office will present the three completed PIFs to DHR's Architectural Evaluation Team. Edits to the PIFs that may be required from consideration at this meeting will be carried out by the consultant before they can be presented at the State Review Board meeting.
- **March 2013 State Review Board (SRB) Meeting** - If DHR's Architectural Evaluation Team recommends the three areas as potentially eligible for NRHP and VLR listing, the Architectural Historian, Tidewater Regional Preservation Office will present the PIFs at the SRB meeting; the consultant may be asked to attend.

Wednesday, May 1, 2013 - 100% completion:

- All complete, final documentation products including printed documentation forms, photographs (printed black and white and digital), site plans, and maps to DHR.
- The contractor will distribute materials to the County in consultation with DHR's Architectural Survey Coordinator and Architectural Historian in Tidewater Regional Preservation Office.

Final documentation products shall be provided according to requirements for quantity, content, and format in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials, and from the City if provided, according to the schedule outlined above. During the period beginning date of contract award, to the close of the contract period (**June 28, 2013**), final documentation products and payments shall be processed by DHR.

VII. MAP: Millers Tavern Area

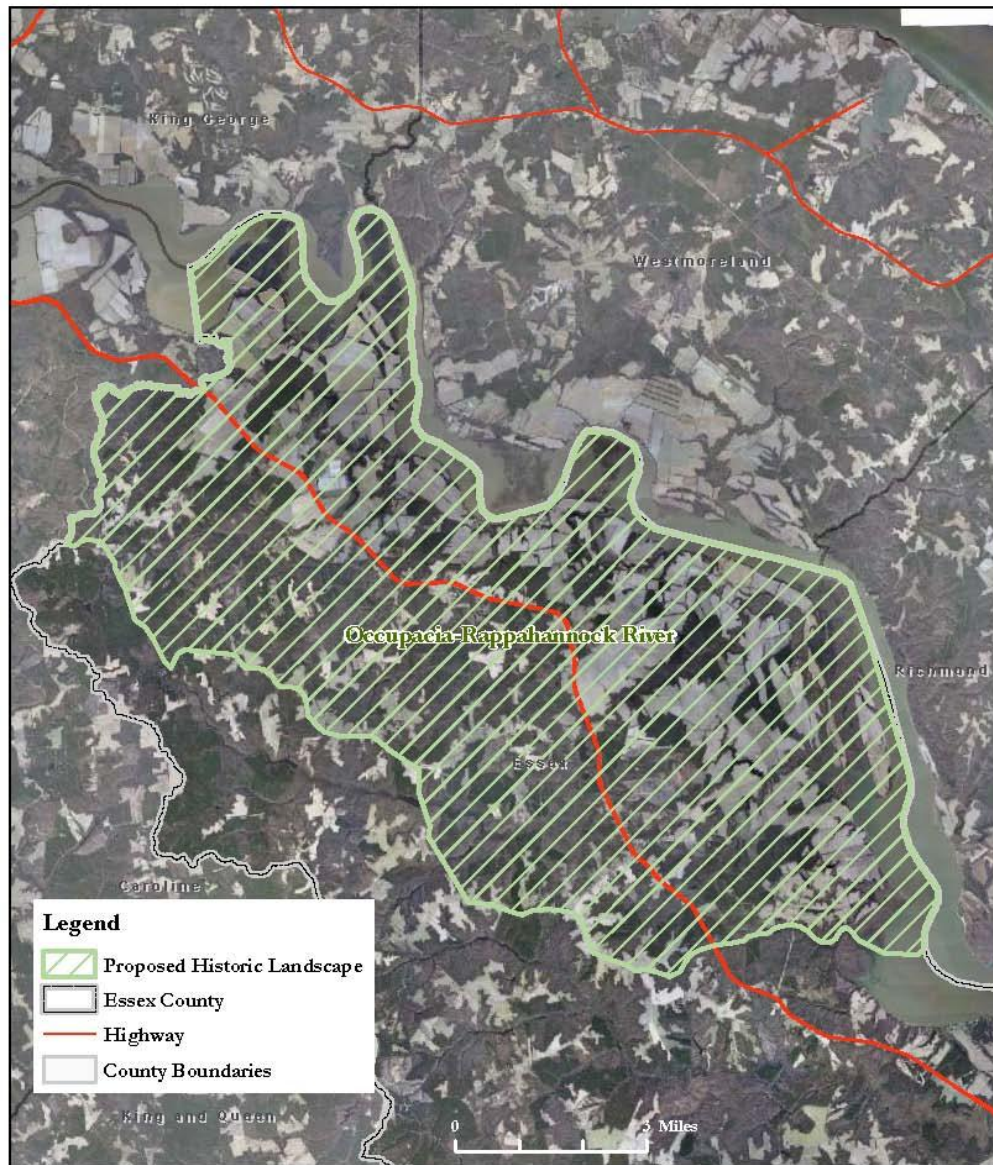


Miller's Tavern Proposed Historic Landscape Essex County

This map is for general reference
and display purposes only
Created by Dave Morton - VOF 8/15/2012

Data Sources: Aerial Imagery - VGIN 2009 ©;
County Boundaries - US Census 2012;
Roads - VDOT/VGIN 2012;

VIII. MAP: Occupacia-Rappahannock Area

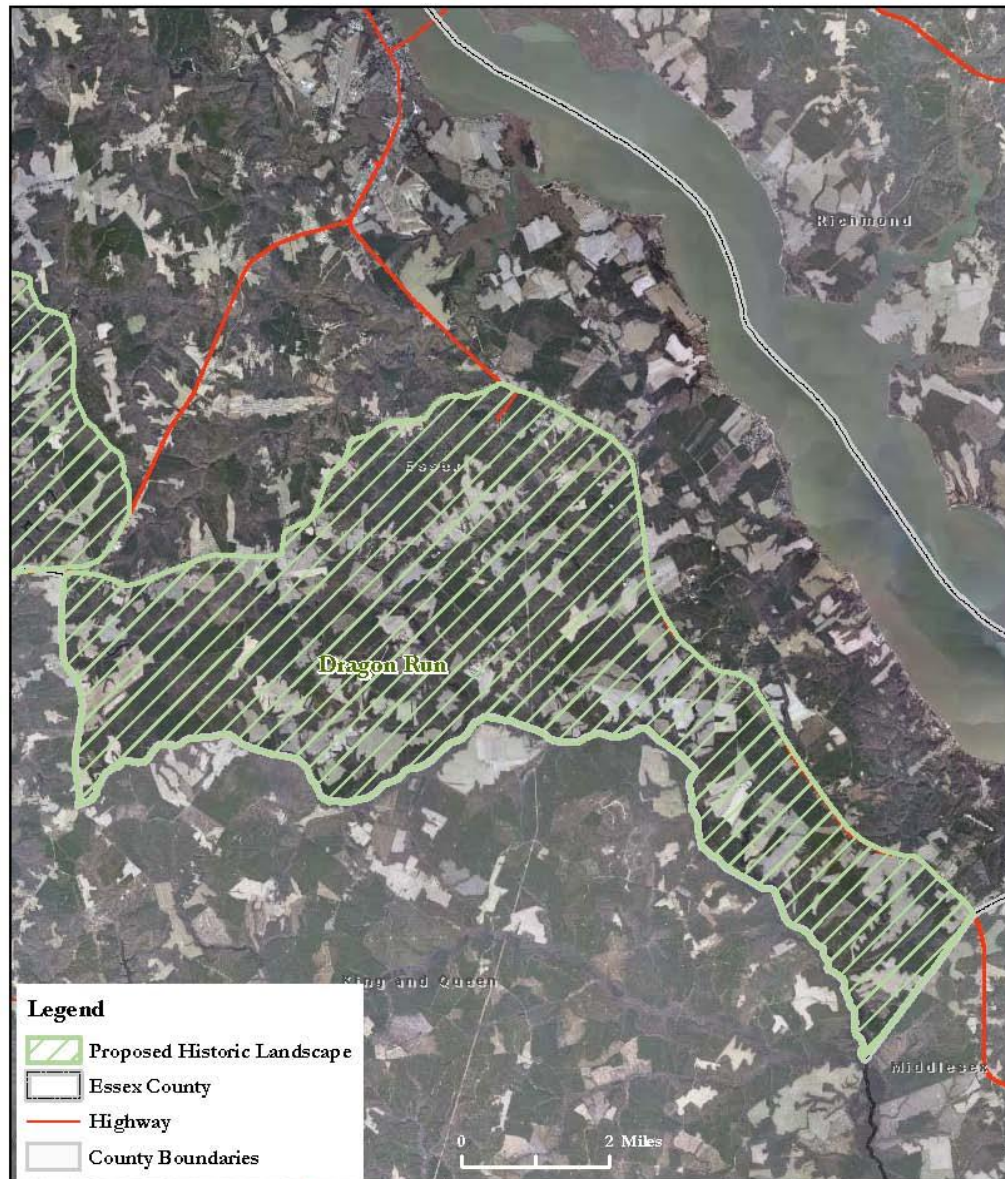


Occupacia-Rappahannock River Proposed Historic Landscape Essex County

This map is for general reference
and display purposes only.
Created by Dave Morten - VOF 8/13/2012

Data Sources: Aerial Imagery - V GIN 2009 ©;
County Boundaries - US Census 2012;
Roads - VDOT/VGIN 2012;

IX. MAP: Dragon Run Area



Dragon Run Proposed Historic Landscape Essex County

This map is for general reference
and display purposes only
Created by Dave Morton - VOF 8/15/2012

Data Sources: Aerial Imagery - VGIN 2009 @;
County Boundaries - US Census 2012;
Roads - VDOT/VGIN 2012;